

Stock Policy

Section A: Background and Context

A1: Aims of the policy

This library Stock Policy sets out the principles by which books, electronic and other resources should be acquired, managed, and made available for the maximum benefit of the people of Calderdale within the budget available.

A2: Corporate vision and strategic priorities

In developing the Stock Policy Calderdale Libraries considers the Council's Priorities and Values and the Priorities of the Public Services Directorate.

The library Service aims to play its part in achieving the Council's Vision 2024, and the Council's three strategic priorities:

1. reducing inequalities.
2. creating strong, thriving towns and places.
3. climate action.

There are objectives aligned to each of these priorities to drive the Council's day-to-day and transformational work over the next two years and these inform the Council's 12 key areas of delivery:

Reducing inequalities

- Cost Of Living Crisis
- Adult Social Care Reform
- Suicide Prevention
- Social Value Charter

Strong thriving towns and places

- Local Plan
- Environmental Blight
- Town Deal
- Major Highways & Infrastructure Projects

Climate action

- Climate Action Plan
- Waste & Recycling
- Flood Resilience
- Digital & Customer Service

A3: Library Service objectives

Calderdale Libraries seeks to be a service at the heart of Calderdale's communities that can meet people's needs for reading, information, learning and enjoyment and contributing to the delivery of the Council's priorities.

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Calderdale Libraries currently has twelve static libraries across the Borough including the Central Library and Archives, Halifax, and a Home Library Service, serving all those who live, work and study in Calderdale.

The Library Service Vision is:

To ensure those who live, work and study in Calderdale have access to modern, financially sustainable, and relevant library services that are at the heart of local communities, and which connect people of all ages and from all walks of life to the knowledge, skills, information, and resources that will enrich their lives.

The Library Service six objectives are:

- Promote reading, learning and culture
- Promote health and wellbeing
- Promote digital access and inclusion
- Promote skills acquisition and access to employment
- Develop enthusiastic and innovative staff who can collaborate with volunteers to bring the 'human touch' that can differentiate libraries from the competition
- Deliver financial stability for the Library Service and provide library services from buildings that are fit for purpose and include other services and partners where possible

The vision is aligned with the national strategic direction for libraries focusing on the Universal Offers regarded as integral to public libraries and providing consistency across all authorities. The offers aim to connect communities, improve wellbeing, and promote equality through learning, literacy, and cultural activity. The four offers are Culture and Creativity; Health and Wellbeing; Information and Digital and Reading. They also aim to ensure that all aspects of public library provision are accessible and therefore each offer is underpinned by the Vision and Print Impaired People's Promise and The Children's Promise.

Section B: Key Principles

B1: Stock Policy Statement

Stock will be managed to provide resources that customers want, when they want them, in a format appropriate for their needs. Beyond that, stock should be provided, promoted, and made available in such a way as to interest, inform and excite our customers and provide a modern service with relevant diverse collections that support reading, information, learning, culture, and creativity.

- All stock will be purchased and managed as a Calderdale wide resource and will be managed to optimise use throughout its life
- Stock management will be based on identified customer priorities and in support of diverse community needs set out in service objectives and to support the service in maintaining library usage
- The resource budget will be allocated to most effectively meet community needs and to achieve operational efficiency and cost effectiveness

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- Each service point will provide a balanced collection, reflecting the reading tastes, the information needs and the multicultural nature of the communities which we serve
- Collection range and level will consider variations in local communities to provide a range and depth of stock for the whole service
- Evidence based management tools will be implemented to select, manage, move and evaluate stock to maximise effectiveness and turnover
- A stock rotation facility is provided through the library management system to maximise the use and lifespan of all material.
- Additional copies will be purchased in response to demand for new and popular materials to reduce waiting times.
- Active cooperation with other library services and agencies to make a greater range of materials available through the reservations system
- All members of the Senior Library Management Team will have a responsibility to ensure the future development and effective implementation of the Stock Policy.
- Library Professional and Supervisory staff will have responsibility for stock management in their own libraries and service areas.
- The Stock Policy will be reviewed every three years to ensure continuing relevance.

B2: Scope

This stock policy will cover the following:

- How Calderdale Libraries selects books and other items for your library
- How we reflect the needs of communities in our stock
- How Calderdale Libraries circulates items around all our libraries and belongs to the whole service.
- How Calderdale Libraries promotes and maintains these items.
- How Calderdale Libraries decides on which items to keep, or which are withdrawn and removed from our shelves.
- How Calderdale Libraries measures its performance in relation to stock.

The library service offers much more than a bookshop – there are backlists of the latest popular authors, as well as their most recent titles and can cater for even the most specialist needs. Most importantly, we want to hold the items that local people want to borrow, so, our customers will always be able to feed into this process by suggesting to us items they would like to see on the shelves by contacting us online via our website.

This policy is not a fixed document – it will change and adapt to reflect changes in the local communities

B3: Approach

For the purposes of both stock management and the overall provision of services, Calderdale organises its libraries in a series of tiers, based on the opening hours of

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the library, staffing numbers per library, and the size of the library building itself. The tiers are as follows:

- Central Library and Archive, Halifax – our Central library operating as the hub for the whole Borough providing specialist resources for the whole community including information, local history, and family history support.
- Six Hub Libraries at Brighouse, Elland, Hebden Bridge, King Cross, Sowerby Bridge and Todmorden.
- Five Community Libraries at Akroyd (within Bankfield Museum), Beechwood Road, Mixenden, Northowram and Rastrick.
- The Library Service also provides a Home Library Service, which is based at Brighouse Library.
- Each library acts as a gateway to the whole stock, but the physical constraints of existing buildings and level of demand make it impossible to offer all levels of stock in all libraries.
- Stock is circulated within the appropriate bandings, that map to a libraries size and opening times.

A huge volume of material is published annually in print and electronic formats, and the constraints of space and budget mean that it is impossible for the library service to buy everything. Our aim is to provide access to as wide a range of material as possible to support the information, learning, business, cultural and leisure needs of the Borough.

Within the budget available, we aim to ensure a balanced and comprehensive collection, with range and breadth, and in sufficient quantity to meet public demand. This Stock Policy document shows why we select our stock and defines the principles that underpin this process.

Each library aims to provide a broad-based and varied stock, appropriate to its size and the reading and information needs of its users. By providing a combination of new and older titles, we aim to ensure that a given library should be able to cater for most everyday demands from its readers in terms of subject coverage and depth of treatment. As a result, individual libraries may need to place different emphasis on certain areas or categories of stock to accommodate local reading demands.

We consider it important not to stereotype a community or to distort the balance of stock. Smaller libraries cannot be fully comprehensive, but they stock a range of titles sufficient to stimulate wider reading habits.

We regard every library as part of a single network. Material acquired for any one service point is not viewed as the sole property of that library, but as a shared resource to be exploited through stock circulation programmes and inter-library lending.

We consider that a quality service cannot be provided simply by reacting to public demand and we take positive steps to build collections to anticipate future needs. Space and financial resources are finite, so our collections need constant

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management to ensure that they remain a relevant and useful resource for the community they serve.

B4: Electronic and digital resources

Calderdale Libraries are committed to maintaining and developing its collections to provide access to the widest and most up to date range of resources as possible, to meet the needs of its customers.

- A growing range of information, recreational or leisure content is produced digitally as eBooks or downloadable eAudio books and our aim is to develop our provision within these areas as financial resources permit.
- The service is committed to providing access to information for the widest possible audience. Online information resources are a key component and include a wide range of commercially produced content. All these resources will be available from our public computers in libraries, devices we loan, as well as via the web, as licenses permit.
- We will continue to develop our provision of web-based information/enquiry resources for internet access by our customers, within budgetary limitations. This will ensure both currency and immediacy of access to this information either through library PCs, devices or via the internet for all our members and customers.
- The usage of eBooks, eAudio Books, Digital Newspapers, magazines and Comics for information, leisure and recreational pursuits is increasing and the Library Service intends to develop provision of access to resources in this format to meet the needs of its customers.
- We consider ease of use of the platform; whether remote access is possible; the sufficiency of range and coverage and whether the usage merits the subscription or license cost.
- In all cases, use of our electronic and digital resources will be monitored to ensure that value for money is being achieved.

B5: Requests

The request service is available to all members of the library service. Reservations for items held within Calderdale stock are free. A fee is only charged if there is a need to apply outside Calderdale, and the fee charged reflects and offsets the greater costs involved. If these items are renewed, further charges apply.

We will try to supply any item which is legal, (that is, not proscribed by current legislation) either by purchasing or attempting to borrow from other libraries. Titles which are not immediately available, such as titles not yet published, or out on loan to another reader may be requested.

While we encourage requests from members, it may not be possible to supply specialised, excessively expensive titles, or books published in an unsuitable format for public library use. The decision to buy or borrow in print titles will be taken in accordance with the Calderdale Libraries stock policy, budget limitations, and securing best value for money.

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We will try to satisfy requests for foreign publications subject to availability in the UK and within publisher's copyright and licensing restrictions. Book titles found on the internet are sometimes only published in the USA and therefore are not available to UK libraries, in which case we are unable to supply them.

We accept suggestions for recently published items not held in stock, but we do not guarantee to purchase them. Once a requested title has been obtained, we will notify the customer as soon as possible and the item will be reserved for collection for 10 days. New stock, which is requested, will be treated as a priority, and will be processed first when received into the library.

- We welcome suggestions for stock and feedback on the stock policy. Customers can do this via staff in libraries or online via <https://new.calderdale.gov.uk/libraries> This information will be used, wherever possible, to inform the selection process.
- Requests for any books either in stock by Calderdale Libraries, or items not held in our stock, may be made at any library within Calderdale's boundaries or online.
- Requests for items not in stock will be considered for purchase if they are in print. If they meet the criteria as listed in this document, they will be purchased for stock. Otherwise, customers will be given the option of borrowing the item from another library outside Calderdale.
- The decision not to purchase a requested item for stock may be influenced by any of the following factors: availability, unsuitable format (e.g. loose-leaf binding), budgetary constraints, poor content, or presentation, dated information or low demand.

B6: Legislative framework

There are also several legislative and related influences on the policy which include:

The Public Libraries and Museums Act 1964 (section 7) which states: "It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof".

And

"a library authority shall in particular have regard to ... the keeping of adequate stocks, by arrangements with other library authorities, and other appropriate means, that facilities are available for the borrowing of, or reference to books, and other printed matter... and other materials, sufficient in number range and quality to meet the general requirements and any special requirements both of adults and children".

Many other areas of legislation have a direct impact on stock provision and policies:

- Public Libraries and Museums Act 1964
- Equality Act 2010
- Obscene Publications Act 1959, amended 1964
- Health and Safety at Work, etc Act 1974 and other relevant H&S legislation
- Sex Discrimination (Gender Reassignment) Regulations 1999

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- Race Relations Act 1976 and (Amendment) Act 2000
- Video Recordings Act 1984
- Copyright, Design and Patents Act 1988, Copyright (Visually Impaired Person's) Act 2002 and Copyright Act Guidelines 2003
- Local Government and Housing Act 1989
- The Children Act 1989
- Local Government Act 1992
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Protection from Harassment Act 1997
- Terrorism Act 2006
- CILIP Managing Safe and Inclusive Public Library Services 2023

B7: Censorship and controversial stock

We adhere to the statement on Managing Safe and Inclusive Public Library Services issued by The Chartered Institute of Library and Information Professionals (CILIP) 2023. It replaces the earlier document Guidance on the Management of Controversial Materials in Public Libraries, originally published by the Museums, Libraries and Archives Council (MLA) in 2008.

“Libraries operate within the law to provide free access to a diversity of information, opinion, and ideas in a safe and hospitable environment. The requirement to respond comprehensively and non-judgementally to the needs of learners and researchers should be paramount.”

Occasionally Calderdale Libraries will provide access to material regarded by some as culturally or morally extreme or outdated. At such a time the Library Service may consider consulting with our communities within the democratic principles of free access that are the foundation of the public library purpose. There is not an overall or simple rule concerning controversial works in libraries. The key consideration for the service will be to reach an informed and considered position, which may have been taken in discussion with communities, and that will be documented so that it can be justified when challenged (whatever the nature of the decision). The Library Service will have a publicly available and up-to-date Stock Policy that responds to the demography, needs of the community, and articulates the library's role to promote information, ideas, and the cultural experience. The ultimate test against which potentially controversial material will be judged is its legality.'

Using this guidance, Calderdale Libraries will make available the broadest range of material within its policy of freedom of access to all legally available information. It is acknowledged that on occasion individuals may find items in Calderdale Libraries offensive, and that stock may express bias or prejudice about individuals or communities. However, we do not label items to warn customers of potentially sensitive content and would only restrict access to material to protect it from damage or theft, not as a form of censorship.

B8: Donations

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The Library Service welcomes donations of recently published material that meets our criteria for stock selection and is of a sufficiently high physical standard for library needs. Donations become the property of the service as a whole and will be treated in accordance with our existing stock work guidelines. We accept donations on the understanding that they may not necessarily be added to stock or retained at a particular library. Items considered to be unsuitable for library service stock will be sold or otherwise disposed of and any resulting income retained by the library service for development. Calderdale Libraries are not able to assist customers to dispose of unwanted books. Local History and Heritage material will be individually assessed and is not expected to meet these criteria.

B9: Unsolicited materials and self-published items

Unsolicited items from authors or publishers will be assessed for purchase against the stock policy and then bought through the most appropriate supplier. Those not purchased will not be acknowledged or returned to the sender unless postage and packing have been included. Self –published items recommended by the author, or recommended or requested by member of the community or organisations should comply with the stock selection criteria if they are to be considered for purchase.

B10: Stock outside the scope of the collection

The following categories of stock fall outside the scope of Calderdale Libraries collections:

- items containing out of date information
- expensive luxury editions
- items banned under UK law
- items restricted for purchase by UK publishers
- items containing information that is inapplicable to UK conditions and regulations
- items intended for individual ownership, such as books with additional objects which form part of an integral package or textbooks, reading schemes or workbooks primarily intended for use by or with a teacher
- items with a format unsuitable for their purpose, such as ring-bound books

C1: Overview of selection principles

Calderdale Libraries is a member of the Yorkshire and North West Purchasing Consortium. The bulk of our purchases are made through the consortium contracts, awarded to suppliers via a rigorous supply tender procedure, in line with the UK Public Contracts Regulations 2015', to ensure maximum value. Most of the new stock is selected via the Supplier Selection process. A Specification is provided defining the required purchasing profile for each library and this is reviewed annually. The profiles reflect the nature of the communities served.

Supplier selection is supplemented by:

- Purchases from stockists of specialist material.

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- Stock selected by staff from a variety of suppliers to address identified stock gaps or to develop new collections to meet identified need.
- Stock purchased to satisfy requests.
- Standing orders for annual / reference materials.
- Stock selected from because of staff and customer feedback.
- Titles short-listed for major book awards.

Items are selected for stock in response to known demand, as well as anticipated demand in the light of reviews and media interest. Our primary objective is to provide an extensive range of titles. Multiple copies are purchased to meet demand only where it is possible to do so without compromising the range of titles bought.

The needs and profiles of the communities that we serve are considered when stock is selected for purchase. We are committed to increasing use of our services by all and so we take active steps to develop methodologies for identifying and addressing the needs of those who do not currently use library services, as well as meeting the needs of our existing customers.

We aim to select stock in the format most suitable for a given purpose and most likely to prove of greatest benefit to the library user. A positive contribution to inclusion will be made by providing other formats for users with individual needs. We aim to provide stock, which is bright, attractive, well-presented, and constantly refreshed by purchase, and exchange.

The process is monitored through considering the proposed selections at pre-order stage, physically inspecting a proportion of the stock as it arrives, and assessing the stock in daily use, as far as possible, feedback is sought from all service points both formally and informally. New material will be made available for loan within 1 week of receipt from the supplier.

Monies not allocated for supplier selection are managed by the Library Service Reading & Development and Support Teams. The final decision to purchase stock for the library service is made by a professional or specialist member of the Library Team.

An increasing number of resources are available online. The great benefit of this is the currency of information and wider access for library members. Subscription and license costs vary greatly so the usage of our digital resources is monitored to ensure that value for money is achieved

C2: Selection criteria

- Content - authority and reputation of the author or publisher, educational or recreational value, quality, currency, and accuracy of information where applicable.
- Potential popularity - potential popularity of the author, subject or genre is assessed using information from the library management system, available published information and identified customer needs.
- Format - quality of production and durability in terms of library usage

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- Publishing history - new edition of a proven title or new title in a proven series or from an authoritative information source
- Cost - the cost of an item will be balanced against the benefits of the item to the overall stock and its potential usage
- Coverage - consideration is given to the existing coverage of the subject or genre and whether an item adds anything new.
- Geographic content- this is for local studies material
- Electronic resources - the Library Service subscribes to several online subscription services to support reading and information provision. These entail additional selection criteria, for example, licence agreements, access methods and a place within any regional or national acquisition arrangements. Where possible we will offer resources that allow home access to enhance the service provided.

Adult fiction

We consider fiction an essential element of our public library stock, as it serves not only recreational, but also educational and social needs. In selecting stock we aim to provide titles which:

- Seek to broaden the outlook, exercise the imagination, and challenge the pre-conceptions of the reader
- Extend literacy and encourage reluctant readers
- Provide entertainment and relaxation

In building our collection, our primary objective is to provide a varied and balanced stock of all types of fiction, designed to satisfy all tastes.

We aim to develop collections which consist of popular 'genre' fiction of all types, and we recognise the vital role of the public library service in supporting and promoting new authors, popular authors, English translations, classics, standard works, and literary fiction.

Physical Audiobooks

In this category are items of stock described as Spoken Word, Talking Books, Audiobooks, and Language Courses. We aim to purchase a range of titles to reflect current interests for adults and children and where appropriate to achieve income from lending the material within the budget available.

We will provide:

- Materials in different formats, with the proportions of stock in each category being adjusted in the context of changing demand.
- Adult and children's fiction and non-fiction (including Language Courses).
- Collections in service points where there is sufficient demand.
- Circulating collections of more specialist material, where appropriate.
- Collections consisting of unabridged titles.
- Items with a running time of more than 30 minutes duration unless the content of a shorter item is considered of particular significance.

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Music and Drama

Customers of Calderdale Libraries are directed to the extensive collection of music and play sets managed on behalf of Libraries Connected Yorkshire & Humber Information by Leeds Library Service.

Adult Non-fiction, Reference, and information

A comprehensive non-fiction, reference stock and information stock are essential to encourage and assist community development and promote social inclusion. Our non-fiction, reference, and information stock support:

- Lifelong learning, including formal and informal education and training
- Personal and social development
- Independent research and private study
- Local commercial and economic endeavour
- Culture, creativity, entertainment, relaxation, and leisure
- Health and wellbeing

Though our aim is to provide as comprehensive an information service as possible, the provision of non-fiction, reference and information stock is subject to the same budget limitations as other parts of the library service. Increasingly, reference and information works are moving to online electronic formats, sometimes exclusively, which inevitably impacts upon our physical holdings. The reference stock provided at each level of service point is decided with a consideration of the opening hours and local demand as well as financial constraints. Not all enquiries can be satisfied at a local level and may involve referral to larger collections e.g. Central Library, City Libraries, other agencies. The main reference collection is integrated with the non-fiction lending collection and housed at the Central Library and Archives, Halifax. libraries and is always accessible during normal opening hours. Hub and Community Libraries hold basic reference stock, but internet access in all libraries enables access to a range of online and digital information resources. Reference and Information stocks are replaced regularly to maintain the essential currency of the information provided. Serial publications are purchased on standing order to ensure that new issues/parts are not missed, and these standing orders are reviewed annually to assess the continued usefulness of titles. Superseded editions of reference and information works may be passed down to Hub and Community Libraries, but only when the information contained is still reasonably current. Library staff have training to keep them abreast of new developments and new resources to maximise the exploitation of the available stock and better assist customers.

Local Studies reference collections

The main Local Studies reference collection which covers the Borough is located at the Central Library and Archives Halifax. The collections in Hub and Community Libraries concentrate on their own specific catchment areas. It is impossible for the library service to buy everything, but we aim to acquire a strong representation of material published about the respective local areas, providing collections which are relevant to their localities. Material acquired for collections includes local and family

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history, topography, local biography, natural history, prose and poetry by local authors, and books which reflect local literary association.

The Information Librarians have responsibility for Local Studies stock acquisition and are expected to follow the principles and criteria of stock acquisition outlined in this document, whilst remaining within available budgets. Publications are purchased, when possible, through our main contracted supplier. However, much local material is only available locally from booksellers, local presses, societies, and individuals. Donations of materials of local interest are welcomed and may be taken into stock if space permits. (See also our Donations Policy, section B8 of this document).

Reports and journals are actively encouraged to be deposited by the appropriate body or acquired on subscription. Journals, parish magazines and newsletters are acquired selectively and mainly for the local district or catchment area. Maps and plans are collected selectively, particularly for each local district area. Photographs and illustrations are acquired selectively. These may be considered for digitisation. Printed ephemerae such as timetables, handbills, posters, pamphlets, and the like, including company histories, prospectuses etc., may be collected but are only purchased in exceptional circumstances. Non-book materials such as digital files or images and microforms are sometimes acquired. These may include oral history recordings, family history indexes, etc. Newspapers, both current and historical, are acquired relating to individual catchment areas. There is a coordinated Calderdale wide acquisition policy in accordance with national priorities. Local newspapers are microfilmed for preservation. Calderdale Libraries also provides online access to a wide range of historical newspapers. Where material is of a type more usually associated with West Yorkshire Archives Service or Calderdale Museums, the most appropriate place of deposit is chosen, in consultation with archivists and museum staff.

Local Studies lending collections

Where possible we aim to provide lending collections of some local studies materials. We aim to buy copies of most books of merit that are published about Calderdale and within budget constraints, we aim to buy one lending copy of each title for the Central Library & Archives Halifax, along with lending copies for all relevant libraries. We will also consider fiction titles by local authors, subject to the exclusions above.

Newspapers and Periodicals.

National and local physical newspapers are taken at several Calderdale libraries and Digital Newspapers (Local, Regional, National, and International), Magazines and Comics are available online. Whilst physical newspapers have seen a decline in readership and some brands online audiences have grown, we feel there is still a place for both physical and online newspapers in Calderdale Libraries. We will provide:

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- Physical National and local newspapers at the Central Library, Halifax, and several Hub and Community Libraries. Newspapers are made available to provide current information, free of charge, about the local and the wider world, and to foster the concept of a welcoming community space.
- National and local newspapers in foreign languages as appropriate to the needs of customers of the relevant library, identified by staff feedback or community consultation.
- Past issues of national and local newspapers, held for defined periods of time at the Central Library, Halifax and at some Hub and Community Libraries.
- Microfilm copies of local Calderdale newspapers filmed on an annual basis and retained in the collection of the Central Library & Archives and at some Hub Libraries.
- Which? Magazine at the Central Library & Archives Halifax and at some Hub and Community Libraries.
- Access to certain historical newspapers online. Periodic consideration will also be given to online versions of current newspapers, should they become a preferred alternative to hard copy.

Children's and Young People's stock

We aim to meet the needs of all young people in Calderdale and to support their learning development; to give young people the best stock we can, in terms of quality, range and balance, within budget limitations; to give children, their parents and carers help and guidance in choosing what to read, and to encourage children and young people to read. We recognise the need to be fluid and flexible in our approach, both to stock acquisition and stock management, so that we can accommodate changing communities, educational trends, national initiatives, and the needs of successive "generations" of children, their parents, and carers. However Calderdale Libraries do not aim to support Schools or Further Education Colleges with bulk loans of stock to support the curriculum.

Children's and Young People's Stock is selected using a combination of methods. Supplier Selection is used for a substantial proportion of our children's and young people's fiction and non-fiction stock. The contracted main supplier selects new stock for our network, using specific criteria in conjunction with community profiles for each library. The selections are created monthly online, and are then viewed and edited, if required, by the Reading and Development team staff before orders are confirmed. This allows us to exploit suppliers' expertise and knowledge of the publishing industry, whilst ensuring that our criteria for selection are adhered to and that staff involvement in stock selection processes are time and cost effective. Staff have a monitoring role to ensure that the right balance of stock is achieved within their respective areas. Supplier selection is supplemented by:

- Purchases from stockists of specialist material
- Stock selected by staff from a variety of suppliers to address identified stock gaps or to develop new collections to meet identified need

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- Stock purchased to satisfy requests
- Stock selected from because of staff and customer feedback

Some, or all, of the following criteria are applied when assessing a book for purchase, and requested titles are subject to the same criteria. Books should:

- Be attractively presented and packaged
- Have high standards of production quality (adequate binding, legible typeface, no overprinting etc.)
- Give best value for money
- Relate to present stock and potential need
- Have a reading age linked to content
- Reflect the diversity of lifestyles and cultures, offering positive role models and viewpoints

Children's and Young People's Fiction

Fiction should have:

- A well-structured plot and a good, well written story line capable of holding the child's attention
- A good narrative pace
- Characters which are convincing, and who relate to others in the story
- Language which is appropriate and in context
- Illustrations which support and extend the text

Exclusions for Children's and Young People's Fiction

The following are not supplied for our stock part of the supplier selection process:

- Reprints/reissues of previously published titles
- Bind ups
- Gift type books/expensive cumulations
- School reading schemes
- Annuals
- Books with CDs or CD ROMs
- Activity/sticker books
- Board books that have been previously published as picture books with standard text that is long and wordy
- Bath/cloth books
- Spiral bindings
- Big books
- American imprints
- Pocket books
- Delicate or complicated pop ups
- Self-published books

Self-published books recommended by the author or organisations should comply with the criteria above if they are to be considered for purchase.

Children's and Young People's Information Books

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Information books should have:

- Content which is accurate and up to date
- A reading level, interest level and depth of coverage which is appropriate to the intended audience
- Easily accessible information (contents page, index, bibliography, glossary etc).
- Photographs, maps, and diagrams etc, which are appropriate and correctly captioned

Consideration is given to the objectivity and authority of the author(s).

Exclusions for information books Titles in the following areas are not purchased as part of the supplier selection process:

- Study/revision aids • Reissues
- SATs books • Reference materials, including dictionaries and encyclopaedias
- Vanity publications; Self-published titles
- Complete school reading schemes
- Gift type books
- Cumulations
- American imprints
- Spiral binding
- Photo copyable books/workbooks
- Annuals
- Books with flimsy parts
- Pocket books or very small versions of standard works
- Sticker books

Stock is purchased to cover the entire 0-16 age range, with additional appropriate material for the Parents and Carers Collections located in all libraries. All libraries have small children's and young people's Reference Collections. Audio books; 'Reading Sparks sacks'; 'Count Me In 1, 2, 3 sacks'; Boardgames and 'STEM sacks' are also purchased for stock.

Stock is allocated to service points in line with population, usage, size of library, and opening hours. Additional demands from special groups identified in the community profile, such as playgroups, children, young people, and families with a different linguistic background are also taken into consideration.

To maximise usage and impact, stock is circulated regularly between Calderdale Libraries. Every effort is made to promote both a love of books and reading and the wide range of stock available through service points. In reading groups, children and young people can develop their reading range and interests, discuss books in a fun way and meet authors. Through Bookstart and Baby Bounce and Rhyme Times; Story Tots; Storytimes, and activity sessions for the under-fives a wide range of stock is promoted to pre-school children and their parents/carers.

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Holiday activity sessions also take place in many libraries; these are book based whenever possible. A range of National and Regional initiatives are supported and are used as opportunities to promote stock and libraries, as are class visits to libraries and outreach activities.

ICT is another vehicle for promoting stock. For example, the Summer Reading Challenge has a dedicated website each year, and online resources eBooks; eAudio books; eComics and eMagazines are promoted to children and parents, as are resources which allow children and young people to access books in other languages. Free internet access is available a day in all libraries for members. All items of book stock can be requested, free of charge.

Section D: Maintenance and Measurement

D1: Maintenance

First impressions are vital – the physical presentation of the stock makes a statement about the quality of service offered. Out of date information could mislead customers and can be dangerous and the physical condition of stock deteriorates over time. The removal of unused, worn out and out of date stock makes it easier for customers to find suitable material.

All staff have the responsibility of keeping stock well maintained – tidying shelves to a regular routine and assessing the condition of stock at the point it is returned. Several criteria are used when we are assessing stock (excluding local history materials). These include the following:

- Age: all non-fiction and fiction items are checked for condition and relevance, the guide being at the point of them getting to 9 years old. The date an item is added to stock is used to assess this, not the date the book published.
- Poor physical condition: the pages are yellowing, binding is damaged, loose pages or damaged illustrations, we consider the popularity of the book to determine whether the item should be repaired, replaced, or withdrawn.
- Currency: Content and publication date is considered when assessing non-fiction items. Items containing out of date information are withdrawn from stock.
- Poor performance: Items that have not been issued to a customer over a certain period will be promoted to encourage use. If poor performance continues, they are withdrawn from stock. Fiction stock is removed from the shelves if it has not been borrowed for 9 months and non-fiction at 12 months
- Items in good condition that meet the criteria set within this policy, may be relocated to another library. All library staff are also trained to think about stock placement/promotion before good quality stock is removed. Would a customer borrow it if it were relocated to another section or displayed effectively?
- Items in good condition but no longer required for library stock because of demand are withdrawn from stock and disposed of commercially where appropriate.

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The Library Store

The Library Store is currently based at Heath Campus, Halifax. The store houses material that still has a potential active life but is no longer available on the open shelves because their physical appearance is less suited to face-on display (the preference for curated collections.) The store is a working collection – with titles regularly included in specialist collections for loan.

The collection includes non-fiction and a quantity of out-of-print and other fiction retained to satisfy reservations, both within Calderdale and the regional and national inter-lending schemes.

The store also houses special collections, bequests, local studies, and reference items which are still of use and not available in digital format.

Some criteria for placing items in store are –

- Alternative editions of novels and non-fiction standards and classics
- Local authors
- Local setting
- Out of print titles still in demand
- Last copy of an important title.
- Reference items unavailable in digital format.

An established procedure for assessing an item's suitability for the store is in place and the content of the Store is reviewed regularly to ensure it remains a working and relevant collection.

Stock Recovery

Overdue reminders are sent to borrowers when items are 1 week overdue (via email only) and 5 weeks (via mail and email) to ensure stock is returned. Any lost or damaged items are charged at replacement cost. High value items may be referred to the Council's Finance Section for cost recovery.

D2: Measurement

Measuring the performance of Calderdale Libraries stock is an integral part of the stock policy. Using the Library Management System (LMS) and other software we monitor the current performance of all our stock and produce statistical information to enable us to increase its future performance. Performance measurement helps library staff to prioritise spending on stock and to identify areas where resources are needed. It also informs the information we give to our suppliers to ensure that we are continually buying the stock that you want to borrow. It also enables us to compare the performance of our service with other similar library services. Below is a list of criteria Calderdale Libraries use when assessing stock performance:

- Issues of books: Issue figures are expressed 'per 1000 population' to make comparisons with other library services
- Stock turnover: this refers to the number of issues divided by the number of items in stock and is a measurement of how hard the stock is working.

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- Items added to stock: these figures are expressed 'per 1000 population' to make comparisons with other library services.
- Cost per use of online resources applying to all electronic/digital stock.
- Data from our LMS is also used to identify stock that is not issuing well, is out of date or is potentially in bad condition.

Identifying gaps in subject coverage or of particular titles is a continuous process and all library staff contribute to this process. Customer feedback is also considered.

Section E: Promotion and Publicity

The use and promotion of library stock in all its formats, whether books, multi-media, newspapers, or electronic information, are how the aims of the service are achieved, and the skills, knowledge, experience, and enthusiasm of staff are essential to make the best use of stock to meet customer needs and attract new users.

Stock promotion is undertaken to:

- Make the best use of stock
- Raise awareness of the range of stock and services available, including on-line resources
- Ensure that stock reflecting cultural diversity and minority interests is given prominence
- Promote books, reading, literacy, lifelong learning, digital skills, and social inclusion
- Offer choice and opportunities for reader development, inspiring and encouraging users and potential users to try something new

Stock promotion in Calderdale Libraries is focussed on user behaviour and learning from the retail sector and is undertaken in a range of ways. Displays aim to highlight the range and choice of stock available to customers and will use a range of approaches to maximise opportunities for promotion, e.g. end caps (end of shelving), power positions and display tables. Displays will:

- Target all audiences including new and younger audiences
- Present imaginative and challenging reading material and choices
- Highlight stock that reflects cultural diversity and minority interests
- Bring together areas and formats of stock dispersed by the Dewey classification scheme and fiction stock categories, and feature under-used stock
- Use a high quality of presentation, e.g. headings
- Exploit professionally produced promotions when available e.g. resources from the Reading Agency
- Take advantage of library hotspots, including return trolleys, new books sections, etc.
- Take advantage of local and national promotional opportunities
- Enable smaller libraries to highlight stock not normally available

Calderdale Libraries seek to promote stock both to library users and to the wider public through the Universal Reading Offer. This is a strategic planning framework

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which enables us to develop, deliver and promote reading services within libraries. This offer sets out what public libraries will offer to provide a modern reading service within a local community. It builds on public demand for a lively and engaging reading offer with reading groups, challenges, promotions, and author events. It aims to focus libraries' attention and efforts on promoting key shared reading programmes. It is supported by the reading calendar, a toolbox of reading programmes and a raft of national and regional partnerships. We strive to:

- Provide well-maintained premises, which offer a welcoming and attractive environment for all
- Present stock in an attractive and accessible way with regular displays to stimulate and maintain interest and use
- Promote stock widely and in a variety of other ways – for example, using social media, booklists, bookmarks, author visits and other in-house promotional activities
- Participate in regional and national projects and initiatives to widen people's reading choices and reading experiences: e.g. shadowing major book prizes; participating in national opportunities brokered by The Reading Agency.
- Provide opportunities for readers to share their reading experiences and engage in reading as a creative act
- Provide Reading groups in libraries facilitated and supported by staff and facilitate Reading Groups in other locations.
- Loan of reading group sets containing multiple copies of titles via the Reading Group Loan Service
- To encourage for readers to post reviews on the library service online catalogue
- Using ICT to promote books and reading e.g. via AskforaBook.com, Select & Collect, internet taster sessions; links to appropriate sites; digital bookshelves and magazines
- Encourage Readers' recommendations being shared with other readers: e.g. review notice boards in libraries, recommended trolleys, library newsletters or library displays
- Ensure that staff receive training in all aspects of work relating to reader development, so that they can interact confidently and effectively with all readers – existing and potential – and offer the best possible service.

Section F: Conclusion

The implementation and evaluation of the Stock Policy is integral to the functioning of Calderdale Libraries and is the responsibility of all staff. The policy is reviewed as part of the annual planning cycle, though this does not preclude interim reviews in the light of service developments. This policy will be fully reviewed every three years.

Policy written by: David Duffy- Libraries Manager

Policy approved by:

Date:

Date of next review:

For further information please visit: <https://new.calderdale.gov.uk/libraries>